



City of Mount Vernon Mission Statement

We provide professional, efficient services to create a lifetime positive difference for our Community.



City of Mount Vernon, Washington

LIBRARY DIRECTOR

\$86,580 to \$101,004 Annual

Plus Excellent Benefits

THE COMMUNITY

Located along Interstate 5, Mount Vernon is conveniently located midway between Seattle and Vancouver, British Columbia. Mount Vernon is the regional center for agriculture, finance, technology, cultural, legal, health care, education and government.

Mount Vernon sits at the center of Skagit County with some of Washington's most scenic and pristine landscape found in the North Cascades National Park. The rugged mountain country gives way to nutrient-rich farmland along the Skagit River to the shores of the Salish Sea. What makes Skagit County truly unique is the health and diversity of its natural resources.

THE CITY

Mount Vernon offers a vibrant mix of office, retail, restaurant and professional services on the shores of the beautiful Skagit River, and is characterized by its "hometown" atmosphere, where residents and government work together in a trusting environment. It's also one of the unique areas in the country that offers high speed, state of the art fiber optic technology. The City of Mount Vernon is a full-service city with a workforce of approximately 250 employees. It is a non-charter Code City which utilizes a strong Mayor-Council form of government and is the largest city in Skagit County with a population of 33,730. The City's total budget for 2017 is \$55.2 million with a general fund budget of \$28.7 million.

CURRENTLY RECRUITING FOR:

Library Director

THE DEPARTMENT

The mission of the Mount Vernon City Library is to promote lifelong learning by providing access to information and materials that are varied in format and viewpoint. We connect our diverse community through innovative programming and excellent service.

The City Library plans an important role in the lives of children, youth, adults and seniors within our diverse community. The Library supports what our community values - access to lifelong learning opportunities, information and resources that enrich lives. This is done through a cost effective approach that emphasizes current technology, distribution of a great collection, a friendly and accessible staff, and partnering with other City Departments as well as outside organizations interested in serving the community.

Three great examples of partnerships with outside organizations include the Reciprocal Borrowing Agreements with Burlington, Anacortes, Sedro-Woolley, La Conner and Upper Skagit libraries; the Summer Reading Program free-ridership partnership with Skagit Transit; and ongoing partnerships with other community entities on projects like Skagit Reads (which gives the library and the City a great marketing opportunity with a broad segment of residents). Another “outside” support to the best possible library services is grant funding - the library has successfully applied for several grants.

The City Library employs 10 FTEs including the Library Director, Deputy Director, 4 Librarian 1, 4 Library Assistants and 16 PT employees.

Annual circulation of 350,000 with approximately 185,000 library visits per year. The 2017 Library budget is \$1,352,355.

THE LIBRARY DIRECTOR POSITION

Under general direction of the Mayor and with oversight by the Board of Trustees as authorized by the City’s Library Ordinance (Municipal Code 2.56), the Library Director is responsible for the programming, budgeting, planning, financial, personnel and administrative management of the Mount Vernon City Library; directs general program goals and objectives; exercises full supervision through departmental hierarchy over employees of the Library.

Other Responsibilities Include:

- Defines the concepts, methods and administrative procedures for planning, coordinating, evaluating and conducting the functions of the Mount Vernon City Library.
- Responsible for the supervision, evaluation, employment, training, retention, promotion, transfer and termination of all public library personnel consistent with approved personnel policies, procedures, rules and regulations of the City of Mount Vernon.
- Develops the library budget and maintains budgetary controls; arranges for writing and administration of grant proposals and seeks alternative sources of funding.
- Responsible for development and implementation of long-term goals and objectives to enhance the growth and development of Mount Vernon City Library; periodically re-assesses community needs and concerns to ensure that the Library’s goals and objectives are reflective of those needs.
- Administers the overall planning, budgeting, fiscal administration, operations, evaluation and coordination of Mount Vernon City Library, in consultation with mayor, City Council, and relevant City Departments.
- Oversees the maintenance and operation of the public library’s physical plant, grounds and

equipment, in consultation and cooperation with relevant City Departments.

- Confers with other library administrators and attends conferences and workshops to keep informed of recent developments and trends in library management; uses various reports to aid in making recommendations for improvements and/or changes in the Library.
- Serves as liaison with Library Board; prepares agenda for Library Board meetings and makes reports on library operations to the Board.
- Serves as liaison with Friends of the Mount Vernon Library; attends meetings and keeps Friends informed on library operations and library supplemental funding requests.
- Promotes the Library within the community by attending meetings of professional organizations, taking part in their work, giving talks relating to the Library, and communicating with media.

THE IDEAL CANDIDATE

The City is looking for a highly ethical and talented library professional from a municipal agency of comparable complexity and size with extensive knowledge and experience in all aspects of library service. The ideal candidate will be forward thinking and possess outstanding leadership and communication skills. The candidate must demonstrate personal and professional integrity.

The candidate should have a proven history of progressive and proactive program development, as well as a track record for delivering results. The ideal candidate will be a strong leader with a blend of technical communication and interpersonal skills to cultivate cooperative relationships that promote

quality service.

The candidate will have the ability to efficiently manage staff and create a positive working environment characterized by teamwork and innovation.

EXPERIENCE AND EDUCATION

This position requires an ALA-accredited Master's Degree in Library and Information Science and seven years of progressively responsible professional experience, including supervisory. Any equivalent combination of training, education and experience that provides the desired knowledge, skills and abilities will be considered.

COMPENSATION AND BENEFITS

- ◆ \$86,580 to \$101,004 annual
- ◆ Medical, Dental, Orthodontia and Vision Insurance for employee and dependents
- ◆ VEBA Option
- ◆ Employee Assistance Program
- ◆ 11 Paid Holidays; Vacation and Sick Leave
- ◆ Washington State Retirement System
- ◆ Life & AD&D Insurance

APPLICATION PROCESS

The City of Mount Vernon is an Equal Opportunity Employer. Open until filled. Applications and related materials will only be accepted electronically. To apply online, go to www.mountvernonwa.gov.

Please direct all questions regarding the hiring process for Library Director to the City of Mount Vernon Human Resources Department at (360) 336-0636 or by email at mvhr@mountvernonwa.gov

Applications will be reviewed every Friday starting 12/9/2016. Position is open until filled.

